



## APPLICATION FORM: REGISTRATION / LICENSING OF CUSTOMS AND EXCISE CLIENTS

For official use

--	--	--	--	--	--	--	--	--	--	--

### 1. NOTES FOR COMPLETION OF THE DA 185 AND ITS ANNEXURES

1. Where the asterisk (\*) appears, delete whichever is not applicable.
2. Indicate with an "X" in the appropriate block(s) whichever is applicable.
3. Select and complete the annexure applicable to the relevant registration or licensing type applied for (see container 11), and submit with this form
4. Insert the relevant customs and excise client number when updating (by amending or confirming) existing registration or licensing information.
5. Where security must be furnished, complete and submit annexure DA 185.C.
6. An importer, exporter, remover in bond or searcher of or for wreck not located in the Republic, must also complete and submit annexure DA 185.D to nominate a registered agent.
7. Complete and submit any prescribed agreement, as may be applicable.
8. If the space provided in a particular container on form DA 185 or any annexure is insufficient, the information required must be furnished on a separate page, which must be attached to form DA 185 or the relevant annexure.
9. All references to sections and rules pertain to the Customs and Excise Act, 1964 ("the Act").
10. All forms are available on the SARS website ([www.sars.gov.za](http://www.sars.gov.za)) or at any SARS branch office.

### 2. EXISTING REGISTRANT/LICENSEE PARTICULARS

If currently registered/licensed in terms of the Act, please state allocated customs and excise client number

--	--	--	--	--	--	--	--	--	--	--

### 3. LOCATION OF APPLICANT

Natural person, who is:		Juristic person, that is:	
Located in the RSA:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Located in the RSA:	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 4. PURPOSE OF APPLICATION

New registration/licence or renewal:	<input type="checkbox"/>	Update of existing information:	<input type="checkbox"/>	Notification of cancellation:	<input type="checkbox"/>
--------------------------------------	--------------------------	---------------------------------	--------------------------	-------------------------------	--------------------------

### 5. APPLICANT PARTICULARS

Registered name of business (juristic person) or name of natural person:						
Business address: Complex						
Street name and number:						
Unit number						
Building name and floor number:						
Suburb/District:						
City/Town:				Street code:		
Postal address:						
Suburb/District:						
City/Town:				Postal code		
Country						
Business telephone (Including code):	Code: (____)	Tel. (____)	Fax number (Including code):	Code: (____)	Fax. (____)	

Cellular phone number:		Business e-mail address:	
Home telephone number:			

6. SOUTH AFRICAN BANK ACCOUNT DETAILS												
Bank account number:												
Mark if you do not have a South African bank account and are using a South African bank account of a third party												
Branch name:								Branch number:				
Bank name:						Cheque:	<input type="checkbox"/>	Savings:	<input type="checkbox"/>	Transmission:	<input type="checkbox"/>	
Account holder name:												

7. SARS TAXPAYER REFERENCE NUMBERS (if applicable)																						
i. VAT Registration Number:	4												ii. Income Tax Reference Number:									
iii. PAYE Reference Number:	7												iv. SDL Reference Number:	L								
v. UIF Reference Number:	U																					

8. NATURE OF ENTITY												
Company		Close corporation		Trust		Sole proprietor / natural person		Partnership				
Co-operative		Organ of state						Any other juristic person				
Registration number of juristic person, where registration is a requirement for such entity												

9. SOLE PROPRIETOR / NATURAL PERSON OR DIRECTORS / PARTNERS / MEMBERS / TRUSTEES / ADMINISTRATOR ETC PARTICULARS																
i. Initials:					First name/s:											
Surname:																
Designation or capacity:																
Citizenship:																
ID type:																
ID / Passport number:													Passport country (e.g. South Africa = ZAF)			
ii. Initials:					First name/s:											
Surname:																
Designation or capacity:																
Citizenship:																
ID type:																
ID / Passport number:													Passport country (e.g. South Africa = ZAF)			

iii. Initials:					First name/s:	
Surname:						
Designation or capacity:						
Citizenship:						
ID type:						
ID / Passport number:						Passport country (e.g. South Africa = ZAF)

10. AUTHORISED OFFICER						
Initials:					First name/s:	
Surname:						
Telephone (including code):	Code: ( )	Tel. ( )	Fax number (Including code):	Code: ( )	Fax. ( )	
E-mail address:					Cellular phone number:	( )
Public Officer:	<input type="checkbox"/>	Curator/Trustee:	<input type="checkbox"/>	Partner:	<input type="checkbox"/>	Accounting officer / Treasurer / Financial Officer:
						<input type="checkbox"/>
Other, please specify:						
Duly authorised to act on behalf of juristic person by virtue of –						
*a resolution passed at a meeting of the Board of Directors, held at ..... on the ..... day of ..... (ccyy) .....; or						
*express consent in writing of all the members of the close corporation /* partners of the partnership /* trustees of the trust; or						
* express consent in writing of a person responsible for the management of any other type of juristic person- (please state name)						
hereby apply on behalf of the applicant for registration or licensing as indicated in the attached annexure						

11. REGISTRATION OR LICENSING TYPES AND RELEVANT ANNEXURES					
Annexure	Registration	Tick box	Annexure	Licensing	Tick box
DA 185 4A1	Importer (located/ not located in the Republic)	<input type="checkbox"/>	DA 185 4B1	Special Manufacturing Warehouse (Section 21 and the rules thereto)	<input type="checkbox"/>
DA 185 4A2	Exporter (located/ not located in the Republic)	<input type="checkbox"/>	DA 185 4B2	Manufacturing Warehouse (Sections 19A, 27, 54E, 54J and the rules thereto)	<input type="checkbox"/>
DA 185 4A2	Exporter for SADC, SADC-EPA, SACU/EFTA and SACU/MERCOSUR (Located/ not located in the Republic) (rules 49A, 49B, 49D and 49E)	<input type="checkbox"/>	DA 185 4B3	Storage Warehouse (Section 19 and the rules thereto)	<input type="checkbox"/>
DA 185 4A2 (Section A) & Form DA 46A1.02	Exporter for GSP AGOA (located/ not located in the Republic) (rules 46A1.02)	<input type="checkbox"/>	DA 185 4B4	Special Storage Warehouse (Sections 19A and 21 and the rules thereto)	<input type="checkbox"/>
DA 185 4A2 (Section B) & Form DA 49A.02	Approved Exporter SADC-EPA or SACU/EFTA (located/ not located in the Republic) (rules 49A.18 (19), (20) and 49D.18(19)(20))	<input type="checkbox"/>	DA 185 4B5	Clearing Agent (Section 64B and the rules thereto)	<input type="checkbox"/>
DA 185 4A2 (Section C) & Form DA 46A.01	Exporter for GSP (various countries) (located/ not located in the Republic) (relevant rules for section 46A)	<input type="checkbox"/>	DA 185 4B6	Remover of goods in Bond (located/ not located in the Republic) (Section 64D and the rules thereto)	<input type="checkbox"/>

DA 185 4A3	Rebate User (Schedule Nos. 3, 4 and 6) (Section 75 and the rules thereto)	<input type="checkbox"/>	DA 185 4B7	Distributor of Fuel (Section 64F and the rules thereto)	<input type="checkbox"/>
DA 185 4A4 & DA46A1.03	Manufacturer (Section 46)	<input type="checkbox"/>	DA 185 4B8	Special Ad Valorem Manufacturing Warehouse (Section 36A and the rules thereto)	<input type="checkbox"/>
DA 185 4A5	Special Manufacturing Warehouse: APDP (Item 317.03 of Part 1 of Schedule No.3)	<input type="checkbox"/>	DA 185 4B9	Storage Warehouse (Customs Controlled Area Enterprise) (Sections 19A, 21, 21A and Rule 21A.10)	<input type="checkbox"/>
DA 185 4A6	Electronic User (Section 101A and the rules thereto)	<input type="checkbox"/>	DA 185 B10	Manufacturing Warehouse (Customs Controlled Area Enterprise) (Sections 19A, 21A, 27 and Rule 21A.10)	<input type="checkbox"/>
DA 185 4A7 & Form DA 46A.02	Producer for SADC, SADC-EPA, SACU/EFTA, SACU/MERCOSUR and GSP (rules 49A, 49B, 49D, 49E and 46A2.18)	<input type="checkbox"/>	DA 185 4B11	Distillation of spirits by an agricultural distiller (Section 62 and rule 63.07)	<input type="checkbox"/>
DA 185 4A8	Commercial manufacturer of biofuel (Section 37B and rule 37B.02(b))	<input type="checkbox"/>	DA 185 4B12	To own, possess or keep stills (Section 63 and rule 116.01)	<input type="checkbox"/>
DA 185 4A9	Non-commercial manufacturer of biofuel (Section 37B and rule 37B.02(a))	<input type="checkbox"/>	DA 185 4B13	To manufacture or import stills for sale or to repair stills for reward (rule 63.01)	<input type="checkbox"/>
DA 185 4A10	Manufacturer in terms of drawback items 501.00 to 521.00 (Note 2(a) to Part 1 of Schedule No. 5)	<input type="checkbox"/>	DA 185 4B14	Degrouping depot (Section 64G and rules thereto)	<input type="checkbox"/>
DA185 4A11	Special Economic Zone Operator and/or designation of a Customs Controlled Area (CCA) (Section 21A and rule 21A.04)	<input type="checkbox"/>	DA 185 4B15	Searching wreck or searching for wreck (Section 64C and rule 64C.01)	<input type="checkbox"/>
DA 185 4A12	Electricity Producer (rule 54FA.04)	<input type="checkbox"/>	DA 185 4B16	Container depot (Section 64A and rule 64A.01)	<input type="checkbox"/>
DA 185 4A13	Registered Agent (rule 59A.01A)	<input type="checkbox"/>			
DA 185 4A14	Registered Still (rule 63.04)	<input type="checkbox"/>			
DA 185 4A15	Manufacture of excisable goods solely for own use by the manufacturer (Section 116 and rule 116.01)	<input type="checkbox"/>			
DA 185 4A16	Manufacturer of sugary beverages (Section 54J and rule 54I.03)	<input type="checkbox"/>			

DA 185 4A17	To be in possession or control of and to use goods consisting of a mixture which includes marked goods (Section 37A(9) and rule 37A.12)	<input type="checkbox"/>			
DA 185 4A18	Supply of aviation kerosene and / or aviation spirit (Items 460.05 / 496.00 or 623.11 / 671.01)	<input type="checkbox"/>			
DA 185 4A19	Producer of goods not capable of use in any engine (Section 37A(4) and rule 37A.11)	<input type="checkbox"/>			

DA 185 C	Security Particulars	<input type="checkbox"/>
DA 185 D	Nomination of registered agent by importer, exporter remover of goods in bond or searcher of or for wreck not located in the Republic (rule 59A.01A(b)(iii) and Section 64D.01)	<input type="checkbox"/>

## 12. INFORMATION REGARDING CONTRAVENTIONS AND OTHER MATTERS

Please indicate whether during the preceding five years, the applicant or an employee of the applicant in a managerial position, or if the applicant is a juristic entity, a director, administrator or trustee or other person managing the entity-

(a) has contravened or failed to comply with the provisions of the Act	Yes:		No:	
(b) has failed to comply with any condition, obligation or other requirement imposed by the Commissioner in respect of a registration or licence*	Yes:		No:	
(c) has been convicted of any offence under the Act	Yes:		No:	
(d) has been convicted of any offence involving fraud or dishonesty	Yes:		No:	
(e) has made any false or misleading statement or omitted to state any material fact which was required to be stated in any application for registration or licensing or for any other purpose under the Act	Yes:		No:	
(f) has been declared insolvent or in liquidation	Yes:		No:	

Note:

- If the answer is "yes" to any of the above questions, full details must be furnished on a separate page and attached to the application.
- Any applicant may, where it is contended in respect of paragraphs (a) and (b) that the contravention or failure was inadvertent, without fraudulent intent or gross negligence, include a submission to this effect which should be furnished on a separate page and attached to the application.

## 13. INFORMATION REGARDING TAX COMPLIANCE

Indicate whether the applicant -

(a) owes SARS any of the following for which the applicant is liable in terms of this Act or any other tax law: Outstanding-				
(i) taxes	Yes:		No:	
(ii) interest	Yes:		No:	
(iii) penalties	Yes:		No:	
(iv) other amounts	Yes:		No:	
(b) has any outstanding tax returns or other documents that must be submitted for tax purposes to SARS in terms of this Act or any other tax law	Yes:		No:	

## 14. DOCUMENTS IN SUPPORT OF APPLICATION

An application must, unless stated otherwise in the specific annexure, be supported by the following documents to be submitted to the Commissioner on request:

- (a) A document confirming the details of the bank account referred to in container 6, which can be –

- (i) a bank certified original bank statement or a legible bank certified copy of an original bank statement;
- (ii) a bank certified auto bank statement; or
- (iii) an original letter from the bank on an official bank letterhead;
- (b) the original or a certified copy of—
  - (i) a municipal account or fixed line telephone account issued to the applicant to confirm the applicant's physical address, if the applicant is located in the Republic; and
  - (ii) a telephone account issued to the applicant to confirm the applicant's telephone contact details;
- (c) if the applicant is a juristic entity, a certified copy of the founding document or any certificate issued in terms of the laws of the Republic or of another country certifying that the applicant is incorporated, registered or recognised in terms of the laws of the Republic or that other country;
- (d) a certified copy of the identification document or passport proving identity and citizenship—
  - (i) if the applicant is a natural person, of the applicant;
  - (ii) if the applicant is a juristic entity, of the directors, members, partners, trustees, administrator, chairperson, manager, as the case may be, of the applicant; and
  - (iii) the authorised officer of the applicant, if not already provided under (ii);
- (e) a certified copy of the court order in the case of the applicant being an emancipated minor;
- (f) if the applicant applies for registration as an agent for a non-local licensee or registered person, a certified copy of the agency contract between the applicant and the non-local licensee or registered person;
- (g) a certified copy of the document authorising a person to act as authorised officer on behalf of the applicant;
- (h) if applicable, documents evidencing that the applicant has in place—
  - (i) an information security policy and security procedures or mechanisms to protect the applicant's electronic systems from unauthorised access; and
  - (ii) procedures and back-up capabilities to protect it against the loss of information; and
- (i) any other document as the Commissioner may require for purposes of the application or for purposes of updating information already submitted.

**15. DECLARATION BY APPLICANT OR AUTHORISED OFFICER**

I hereby-

- (a) declare that the particulars in the application and all annexures are true and correct; and
- (b) undertake to-
  - (i) inform the SARS promptly in accordance with the rules of any changes in the particulars furnished in the application or annexures; and
  - (ii) comply with customs and excise laws and procedures.

\_\_\_\_\_

(Initials and surname) (Status / Capacity, e.g. Director)

\_\_\_\_\_

(Signature) (Date & Place)

**16. FOR OFFICIAL USE ONLY**

I, \_\_\_\_\_ Team Member, Office hereby certify /  
 \_\_\_\_\_ at \_\_\_\_\_ confirm  
 Full name and surname Branch Office name

that the applicant (or authorised officer) / representative\*:

- Visited this office in person;
- Is in fact the person reflected on his/her identification document/passport\*; and
- Is the person as is reflected on the letter of authority (where applicable).

\_\_\_\_\_ Team Member: SID \_\_\_\_\_ Team Member: Signature \_\_\_\_\_ Date

I, \_\_\_\_\_ Team Leader, Office hereby certify /  
 \_\_\_\_\_ at \_\_\_\_\_ confirm  
 Full name and surname Office name

that the applicant / representative\*:

- Visited this office in person;
- Is in fact the person reflected on his/her identification document/passport\*; and
- Is the person as is reflected on the letter of authority (where applicable).

\_\_\_\_\_ Team Leader: SID \_\_\_\_\_ Team Leader: Signature \_\_\_\_\_ Date